

# UNIONVILLE HIGH SCHOOL

## *Student Handbook 2024-2025*



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## **STATEMENT OF PHILOSOPHY**

Unionville High School sees its mission as empowering students to live successfully in a dynamic world. Students need to develop the skills to acquire knowledge necessary to make sound judgments and to act responsibly upon those judgments. Preparing students to become responsible citizens includes an awareness of the functioning of ecological, economic, cultural, and technological systems. Such understanding will include the ability to work with the arts, humanities, sciences, and technologies as diverse yet interrelated fields.

Students will be challenged to explore the broad spectrum of human endeavors and achievement found in their local, national, and world communities. Knowledge will be used to solve problems, to envision new possibilities, and to enrich life. Students will learn to share their knowledge through cooperative research and problem solving. The responsibility for accomplishing this mission is shared by all members of the school community - students, parents, professional educators, commercial enterprises, and the general citizenry.

The aim of the school is threefold: to help each student learn how to learn; to nurture learning as a lifelong habit; and to develop an awareness of the dynamic nature of the world.

## **MISSION STATEMENT**

“Empower each student to succeed in life and contribute to society.”

## **PORTRAIT OF A GRADUATE**

The Portrait of a Graduate is our North Star to help inform our decisions as a District and guide our students on their journey through UCFSD and beyond. Our Portrait of a Graduate is the culmination of many thoughts and ideas shared by our community and the hopes and dreams they have for our students. It is used in meaningful ways to guide our District as we Empower our students to Succeed in Life and Contribute to Society.

**BE INSPIRED TO LEARN:** The joy of learning is a lifelong process. Expand upon the knowledge and skills you’ve acquired. Continue to be a critical thinker, use your problem-solving skills, and stay curious as you learn, grow, and pursue your passions. Apply what you’ve learned to seek understanding of the world around you.

**SUCCEED IN LIFE:** Every journey to success is personal and unique. No matter your path, there are valuable life skills that will help unlock your potential. Collaborate well with others, communicate effectively, and demonstrate leadership and teamwork. These skills will serve you well in all settings throughout your life.

**CONTRIBUTE TO SOCIETY:** Opportunities to make a difference are all around you. Understand your ties to the community, and embrace your civic responsibilities within it. Engage in civil discourse, especially with those whose perspectives differ from your own. Have compassion for others and give back to your community in meaningful ways.

**TAKE CARE OF YOURSELF:** Your personal health and wellness are essential. Find balance in all aspects of your life and tend to your physical, mental, and social-emotional needs. Lean on your support systems and accept help when needed. Strive for lifelong health and happiness.

**BUILD YOUR CHARACTER:** Strong character is admired and respected. Have high standards for your own character and set an example for others. Be ethical and act with integrity. Build resilience and hold yourself accountable for your actions. Treat others with respect and empathy, and always remember that kindness matters.

## ACADEMIC HONESTY

The faculty and administration of Unionville High School place premium value on academic honesty because of its paramount importance in our curricular program. The honest accomplishment of academic endeavors is a foundation that students begin to build at Unionville High School, and that they will carry with them into the future. Honesty in academic work is a vital component of citizenship. For all assignments, exams, tests and quizzes, students are expected to submit original work conceptualized, prepared, and completed for the particular assignment, exam, test, or quiz. Original work reflects the skills, intellect and efforts of the individual student. If the student includes work from another source, including the student's work from a prior assignment, whether copied directly or paraphrased, that source must be cited. If students collaborate on assignments, the names of all students who partnered to produce the work must appear on the submitted work.

**Definition of Academic Dishonesty:** Dishonesty occurs when a student attempts to enhance the substance or quality of original work by including material or using information that is not generated specifically by honest effort and has not been credited to the appropriate source. Dishonesty also includes providing unauthorized assistance to another student(s). Unauthorized assistance can include, but is not limited to, photos, messages, or discussions regarding assessment questions and/or answers, shared work that another student can present as his or her own, allowing another student to copy your work, providing electronic access to student work (sharing documents, files or attachments) so that another student can benefit, incorrect use of AI, and any other sharing of information that allows a student to gain an unfair academic advantage. Information found on the internet may violate the UCFSD Academic Honesty guidelines. It is imperative that students consider the source, the content, and the intent of the information prior to deciding to use a document as any part of an assignment or assessment.

Individual teacher expectations regarding collaborative work may vary because of the nature of the assignment and desired student performance. Teachers are instructed to present all assignment expectations clearly to insure student compliance. Students are responsible for complying with teacher guidelines and for seeking clarification if needed. Violations of academic honesty will be considered serious infractions and will be handled according to procedures set forth in the student discipline policy.

When taking exams, tests and quizzes, students will perform honestly, using only acquired knowledge or other resources specifically permitted by the teacher. Examples of other resources may include approved note cards and calculators. Any form of cheating including copying work, taking answers from another student's work, looking at unauthorized resources (AI, phone or other device), or changing an answer on a graded assessment, is a violation of the academic honesty policy.

Written assignments, including homework, will reflect original student work unless otherwise approved in writing. If written information includes ideas or words quoted or paraphrased from other sources or is work previously submitted for another class, those sources must be credited appropriately.

Teachers may specifically assign collaborative work, which will include written instructions on how the work is to be completed and how it will be graded. In the absence of written instructions, the work will be considered individual work, and should be completed without collaboration.

### **Consequences for Academic Dishonesty**

1. First offense of academic dishonesty is a Level 2 offense.
2. Second offense of academic honesty is a Level 3 offense. The second offense in the same course may result in the student being removed from the course and being assigned a failing grade.
3. Third offense of academic dishonesty will result in a Level 4 offense. Should a third offense occur in a

given course, it will result in the student being removed from the course and being assigned a failing grade.

Consequences of Academic Dishonesty are contained in Policy 218-AG-1 Code of Student Conduct. Policy 218-AG-1 can be found on the Unionville-Chadds Ford District website under Board or at the following link [Policy 218-AG-1](#).

## **ACADEMIC PROGRESS**

Academic progress should be monitored by both students and parents via the school information system, PowerSchool. If a discrepancy or academic concern is observed, please discuss the issue with the classroom teacher. Likewise, teachers will be contacting students and parents if they notice a significant change in a student's performance or if the overall performance of an individual student is unsatisfactory. Although it is desirable that communication between home and school be made prior to the issuance of a failing grade, it is not a requirement and therefore a failing grade can be issued even if prior notice of the failing grade has not been provided.

## **ACTIVITIES**

The policy of the school administration is to support and to encourage extra-curricular activities when students are willing to assume the responsibility for seeing that such extra-curricular activities are a contribution to school life, and can be looked upon with favor by the community. Any activity that fails to meet this criterion will be canceled. The extra-curricular program is regarded as an enriching part of school life. Students are urged to give consideration to at least one such activity but are cautioned not to participate in an excessive number to the possible detriment of the study schedule. A list of UHS Activities can be found online at <https://uhs.ucfsd.org/for-students/activities>.

### **Eligibility for Participation**

- Students must be in attendance before 11:25 a.m. with an excused lateness if tardy in order to participate in any activity.
- Students sent home ill from school will not be permitted to return to school or to participate in any school related activity the same day.

## **ADDRESS CHANGES**

Any change of address should be reported to the Registrar in the District Office along with proof of residency so that records may be corrected.

## **ASSEMBLIES**

Assemblies provide opportunities for events, enrichment activities, and dissemination of information beyond the regular classroom. All assemblies are scheduled pending administrative approval. Proper behavior is expected, and any improper behavior will result in disciplinary action.

## **ATHLETICS**

The Unionville High School Athletics Handbook contains all policies and procedures relevant to UHS athletics and student-athletes. The handbook can be accessed here: <https://www.ucfsd.org/athletics-home>. This excerpt from the Athletics Handbook is intended to highlight the school attendance rules that pertain to student-athletes.

**Student-Athlete Attendance at School:** The safest and most acceptable attendance practice for an athlete participating on a sports team is to attend school all day. However, we understand that there are situations when a student-athlete needs to be late or absent from school. Unionville High school has established the

following attendance guidelines relating to after school activities:

### **Lateness to School**

- Athletes who are unexcused tardy but arrive before 8:35 AM are eligible to participate that day.
- Athletes who are unexcused tardy but arrive after 8:35 AM are ineligible to participate that day.
- Athletes who are excused tardy and arrive before 11:25 AM are eligible to participate that day.
- Athletes who are excused tardy and arrive after 11:25 AM are ineligible to participate that day.

Please note: Athletes that exceeded (10) tardies (excused & unexcused) for the year may be required to provide a doctor's note when they report to school in order to be eligible to participate that day.

### **Early Dismissal from School**

- Athletes who have an excused early dismissal may return to participate in their athletic activity later that day.
- Athletes who leave school because of illness may not participate in their athletic activity later that day.

**Absences:** Athletes who are absent from school are ineligible to participate that day. However, athletes who are going to be absent from school during their season for reasons such as a college visit or an award ceremony must get approval from their assistant principal prior to the date of the absence in order to be able to participate in their sport activity on that date. To get approval, athletes must provide a written note from the parent/guardian explaining the reason for the absence.

## **ATTENDANCE REGULATIONS**

Pennsylvania State Law requires all students to attend school no later than age 6 and until age 18 or graduation, whichever occurs sooner. The only absences approved by the school as excused are listed in Board Policy 204. Below is the excerpt from the policy.

**Excused/Lawful Absences:** For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from an accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.
  - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
  - b. The student shall furnish the signed excuse to the district prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.
11. Non School-sponsored educational tours or trips not to exceed ten (10) cumulative school days within a school year, if the following conditions are met one (1) week prior to the dates of absence:
  - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate time frame.
  - b. The student's participation has been approved by the Superintendent or designee.

- c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
12. College or postsecondary institution visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care and other forms of educational instability.

The district may limit the number and duration of non-school-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year. Please see the section below regarding extended absences.

A student with more than a total of 10 absences (excused and/or unlawful) may be required to submit a doctor's note for additional absences.

### **Procedure for Reporting Absences**

- All absences must be reported to the high school.
- Absences can be reported by emailing [uhsattendance@ucfsd.net](mailto:uhsattendance@ucfsd.net), by submitting the Absence Excuse form found in Powerschool, or in writing.
- Unreported absences will be considered unlawful unless a communication is received within three (3) days of returning to school.

**Missed Work and Excused/Lawful Absences:** It is the student's responsibility to make up work missed due to absence from school. Students will be given the number of days of the excused absence to make up work missed; i.e. if absent two days, two days will be given to make up work upon return.

**Late Arrival to School:** Students must be in their period 1 classroom when the bell rings at 8:00 am to be considered on time. A student who is not in their period 1 classroom when the bell rings at 8:00 am is considered late to school. It is expected that students arrive at school on time. The school district provides transportation for all students. District transportation will safely deliver your child to school and help to ensure that your child arrives on time. Seniors should review the Senior Privileges section for specific rules pertaining to Senior Privileges.

**Minimum Day Requirements for Athletics and Activities:** Any student who does not report to school before 11:25 a.m., and has not made previous arrangements with the school administration, may not attend school activities occurring on the afternoon or evening of their lateness. Please reference the ATHLETICS section of the Student Handbook for more information regarding student-athlete attendance policies.

**Procedure for Reporting Late Arrival to School:** In the event a student is late in arriving at school, the student must report to the Main Office, sign in, and obtain an admit-to-class slip. A student must submit a note no later than the following day or discipline will be assigned. Lateness notes can be reported by emailing [uhsattendance@ucfsd.net](mailto:uhsattendance@ucfsd.net), by submitting the Absence Excuse form found in Powerschool, or in writing. Please note that only those circumstances listed under Excused/ Lawful absence will be accepted to excuse lateness to school.

- An unexcused lateness following second period will be considered as cutting school.
- Students may have up to two unexcused latenesses to school per semester. Beginning with the third unexcused lateness to school, students can be assigned detention.
- Excuses for reasons such as oversleeping, car trouble, or bad weather will not be excused by the office, even if a note is provided.
- Failure to sign into the office upon arrival at school may result in a detention being assigned.

A student with more than 10 latenesses may be required to submit a doctor's note for all additional latenesses.

**Unlawful Absences and Truancy:** Absences from school for any reason other than those listed in Board Policy 204 will be considered unlawful absences. Parental communication does not excuse the absence if the reason for the absence does not meet the excused absence criteria. Please refer to the excused absences section for a list of excused absences.

Habitual unauthorized absence can result in legal action with required court appearances by the student and their parents. When a student has been unlawfully absent three times, they are considered truant. When a student is found to be truant from school, the parent will be contacted and informed of the truancy. The school is then required to initiate a School Attendance Improvement Conference (SAIC), as mandated by the State. At the SAIC, a Student Attendance Improvement Plan (SAIP) is created. After six unlawful absences, a student is considered habitually truant. Students considered habitually truant will be referred to county or community-based attendance improvement programs. Other options can include a referral to Children and Youth Services or filing a citation with the local district magistrate. Board Policy 204 contains a complete explanation of procedures relating to truant students.

**Missed Work and Unlawful Absences/Tardies:** Such absences including cutting school, full or partial day, failure to submit an excuse note within three (3) days, or coded as unlawful AUL may result in students receiving a zero for the missed work.

### **Early Dismissal Guidelines**

- No student will be permitted to leave the building before the close of school unless a request from a parent or guardian is received in advance and approved by the administration.
- A student will only be permitted five early dismissals per year. These should be reserved for urgent reasons. Extenuating medical needs will be reviewed on an individual basis. A doctor's note and administrative approval are required for early dismissals beyond five per year.
- Early dismissal requests can be reported by emailing [uhsattendance@ucfsd.net](mailto:uhsattendance@ucfsd.net), by submitting the Absence Excuse form found in Powerschool, or in writing. Requests should be submitted to the UHS Attendance Officer in the Main Office by the end of first period or when a student arrives at school. The early dismissal request must have the following information:
  - Full student name
  - Signature by parent/guardian
  - Reason for request
  - Home phone number or a number where the parent/guardian can be reached
- Early dismissals will be verified by phone with the originator of the request. Students will not be granted early dismissal unless verification is received.
- All students who have been granted an early dismissal must sign out at the Attendance counter in the Main Office before they depart from the building. Note: Classes will not be interrupted to call students to the office for an early dismissal. Please make sure that your child is aware of his or her dismissal time.
- The administration has the right to deny any request for early dismissal.
- Urgent reasons for early dismissals are limited to doctor or dental appointments, which cannot be made outside school hours, or immediate family emergencies.
- Students who are granted early dismissals should leave the building immediately.
- Students who are sent home due to illness during the school day are not permitted to return to school for the remainder of the school day, as well as afternoon or evening activities and sports.

**Extended Absence from School:** Unionville High School students and their parents are requested to utilize the UCFSD vacation periods for extended absences from school. While schoolwork may be done away from school in the event of an extended absence, a student will be missing vital classroom instruction that can have a significant impact on their grade in a course.



If a student still needs to be absent from school for the purpose of a family trip, between 3-10 days in length, the following procedure must be followed:

- A request for an extended absence must be submitted to the grade-level Assistant Principal. Upon approval, the student must complete the UHS Extended Absence Agreement Form and submit the form to the UHS Attendance Officer in the Main Office at least five days prior to the trip.
- The UHS Extended Absence Agreement Form must be signed by the student's teachers and a parent/guardian.
- All work assigned over the extended absence period must be submitted on the date specified on the UHS Extended Absence Agreement Form.
- Failure to comply with this policy will result in an unlawful absence for the days in question and could result in the denial of the right to make up missed work. In the case of a student seventeen years of age or under, this will also be considered truancy.
- It is very important that students not be out of school for an extended absence during the Midterm Examination or Final Examination period. Only emergency situations should cause such an absence.

## **BELL SCHEDULES**

### **NORMAL BELL SCHEDULE**

Period 1	8:00 – 8:49
Period 2	8:53 – 9:38
Period 3	9:42 – 10:27
L&L (4/5)	10:27 – 11:27
Period 6	11:31 – 12:16
Period 7	12:20 – 1:05
Period 8	1:09 – 1:54
Period 9	1:58 – 2:43

### **AM ASSEMBLY**

Period 1	8:00-8:37
Period 2	8:41-9:18
Period 3	9:23-10:08 or #1
Period 3	10:14-10:59 or #2
L&L (4/5)	10:59-11:59
Period 6	12:03-12:40
Period 7	12:44-1:21
Period 8	1:25-2:02
Period 9	2:06-2:43

### **2 HR DELAY**

Period 1	10:00-10:31
Period 2	10:35-11:03
L&L (4/5)	11:03-12:03
Period 3	12:07-12:35
Period 6	12:39-1:07
Period 7	1:11-1:39
Period 8	1:43-2:11
Period 9	2:15-2:43

### **HALF- DAY SCHEDULE**

Period 1	8:00 – 8:25
Period 2	8:29 – 8:57
Period 3	9:01-9:26
Period 6	9:30-9:55
Period 7	9:59-10:24
Period 8	10:29-10:54
Period 9	10:58-11:15

### **PEP RALLY SCHEDULE**

Period 1	8:00-8:39
Period 2	8:43-9:20
Period 3	9:24-10:01
L&L (4/5)	10:01-11:01
Period 6	11:05-11:42
Period 7	11:46-12:23
Period 8	12:27-1:04
Period 9	1:08-1:45
PEP RALLY	1:50-2:43

### **PM ASSEMBLY**

Period 1	8:00-8:37
Period 2	8:41-9:18
Period 3	9:22-9:59
Period 6	10:03-10:40
L&L (4/5)	10:40-11:40
Period 7	11:44-12:21
Period 8	12:25-1:02
Period 9	1:07-1:52 or #1
Period 9	1:58-2:43 or #2

### **3 HR DELAY**

Period 1	11:00 – 11:20
L&L (4/5)	11:20 – 12:20
Period 2	12:23 – 12:43
Period 3	12:47 – 1:07
Period 4	1:11 – 1:31
Period 5	1:35 – 1:55
Period 6	1:59 – 2:19
Period 7	2:23 – 2:43

## **BULLYING (Board Policy 249)**

The Unionville-Chadds Ford School District strives to maintain a productive, pleasant, safe, non-hostile learning environment that fosters the educational process. Therefore, it shall be the policy of the district to maintain an educational environment that is intolerant of bullying in any form.

To ensure such an environment, the Unionville-Chadds Ford School District strictly prohibits any conduct by any student or non-student that creates or is intended to create an intimidating, threatening, offensive or hostile learning environment. All students and adults have a responsibility to conduct themselves in a manner consistent with this policy, thereby avoiding conduct that constitutes bullying.

Bullying is a form of discrimination prohibited by the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments to the same, the Pennsylvania Human Relations Act, and Student Rights and Responsibilities, 22 Pa. Code §12.4.

Retaliation taken against any student who brings a bullying complaint, or any individual who assists in investigating such a complaint or who provides a witness statement in connection with such complaint, is strictly prohibited.

The district shall inform students, staff, parents, independent contractors and volunteers that bullying of students will not be tolerated. This notice may be by any of the following means:

1. distribution of written policy
2. publication in handbooks
3. presentation at an assembly
4. training sessions for students, parents and staff
5. posting of notice/signs

Bullying includes, but is not limited to, verbal, graphic or physical conduct, or threats of such conduct, directed at a student as a result of, related to or regarding the student's personal appearance, socioeconomic level, race, ethnicity, ancestry, national origin, gender, religion, academic ability, speech or speech patterns, sexual orientation, disability, or relational associations. Examples of prohibited bullying can include, but are not limited to, the following:

1. physical conduct such as hitting, pushing, pulling hair
2. cyber communication of a harassing nature
3. intimidation or threats
4. verbal conduct such as name calling, sexist or racist comments, threats of harm, jokes about another's appearance or other attributes, or unreasonable and unwelcome "teasing"

### **Reporting Procedures**

Any student who feels they have been bullied shall have the right to file a complaint of such bullying. Complaints may be reported to a classroom teacher, school administrator, or the Superintendent of Schools. Students and parents can access [Board Policy 249](#). The form to complete a report of bullying, found in [Board Policy 249](#), should be completed and submitted to the High School office.

The Superintendent shall designate staff throughout the school to receive bullying complaints from students. The individuals designated, as well as all staff, will have the responsibility of reporting complaints to the Superintendent and/or their designee. It shall be the responsibility of the Superintendent and/or their designee to investigate promptly and thoroughly any and all bullying complaints received or referred by other staff and to make recommendations based upon that investigation. In determining whether alleged conduct constitutes bullying, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct

occurred shall be investigated. If the investigation results in a substantiated charge of bullying, the district shall take prompt corrective action to ensure the bullying ceases and will not recur.

The Superintendent or their designee shall immediately investigate all complaints referred to the Superintendent or their designee. The investigation shall include, but not be limited to, the following:

1. interview of the reporter/victim
2. interview of accused
3. interview of any other persons with personal knowledge of the allegations of the complaint

In all cases investigated by the Superintendent and/or their designee, the results of the investigation shall be reported in writing. Such a report shall include a summary of the investigation, a conclusion and summary of the facts upon which such conclusion is based, and a recommendation as to remediation, if applicable.

Neither the charging party nor the person accused will receive a copy of the final administrative report, although the investigator(s) will review the findings with any party, at the request of that party.

### **Confidentiality**

Any students or employees involved in such an investigation shall be required to maintain strict confidentiality. The privacy of persons involved in the complaint will be kept as confidential as possible, consistent with the Unionville-Chadds Ford School District's legal obligations and the necessity to investigate allegations and to take disciplinary actions where bullying has occurred. In these instances student/staff communications with students' parents is expected and permissible. Officials from districts sending students to the Unionville-Chadds Ford School District for athletic or other education related activities may be notified of complaints and the resolution thereof when the Superintendent deems such action necessary.

### **Disposition Of Complaint/Consequences Of Violation**

All reports of bullying shall be promptly, thoroughly and confidentially investigated, and corrective action may be taken as deemed appropriate. A substantiated charge against a district staff member shall subject such staff member to disciplinary action, up to and including discharge.

Any student who is found to have engaged in conduct constituting bullying may be referred for a mandated psychiatric risk-assessment, therapeutic counseling services, up to and including outside placement and/or disciplinary action up to and including expulsion. In addition, any student found to have violated this policy may be required, as part of any discipline imposed, to participate in educational activities and/or counseling services related to bullying. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of each individual situation, considering the following factors, and any others that seem pertinent:

1. severity of the misconduct
2. pervasiveness or persistence of the misconduct
3. effect on the victim or victims
4. intent of the perpetrator
5. recognition of age, developmental stage, and documented exceptionalities of the perpetrator.

Note: Any disciplinary action shall be subject to limitations of applicable law and reflective of IDEA (Individuals with Disabilities in Education Act).

If the Superintendent and/or their designee conclude that no bullying has occurred, the parties shall be so notified. Under no circumstances shall any record of a complaint that is found to be without basis be placed in an accused student's record or released to any person other than the accused, the Superintendent, or the staff

member to whom the complaint was originally made, without consent of the accused, except by order of court.

If the investigation is inconclusive, the Superintendent and/or designee shall so state in their report. The Superintendent, at their discretion, may require non-disciplinary educational activities to be conducted as a result of an inconclusive investigation.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Discipline Code.

### **Appeal Procedure**

If the complainant or accused is not satisfied with the determination, s/he may file a written appeal to the Board of Directors of the Unionville-Chadds Ford School District. Please refer also to [Board Policy 249](#).

### **CAFETERIA**

A wholesome and varied lunch is served in the cafeteria on school days. Teachers, paraprofessionals and food service are in charge of cafeteria area supervision during the Lunch and Learn period. The following policies for all students participating in the cafeteria program insure better service and conditions:

While in the cafeteria, Students will maintain a clean and respectable environment by:

- returning used trays to the proper locations
- throwing food and trash in the trash receptacles
- maintaining a orderly line
- following the directional signs posted throughout the food service area
- keeping all food items in plain view until purchased
- refraining from cutting in line, moving and/or sitting on furniture

Students have a responsibility to clear their lunch table and/or the floor surrounding the table of any refuse. Failure to clean up will result in a disciplinary consequence.

### **CLASS DUES**

Student class dues are assigned in PowerSchool. Dues must be paid by the start of students senior year. Payment can be made by credit card through RevTrak or by check, which should be made payable to “UHS Activities.” Class dues are

Class of 2025 = \$90                      Class of 2026 = \$90                      Class of 2027 = \$100                      Class of 2028 = \$100

### **CLOSED CAMPUS**

No student may leave the campus or the school building during the hours between the approved arrival and departure time, except by administrative approval. Students will not be permitted to leave campus during the Lunch and Learn hour. Students are expected to come to school prepared for the day including after school activities and sports. No items may be dropped off during the school day.

### **COLLEGE AND CAREER READINESS**

The state of Pennsylvania requires all students to maintain a College and Career Readiness portfolio. The portfolio demonstrates the completion of assignments or field experiences related to four different college and career categories established by the state. The portfolio is maintained in Naviance. The four categories are:

1. Career Awareness and Preparation
2. Career Acquisition
3. Career Retention and Advancement
4. Entrepreneurship

## COLLEGE VISITATIONS

11<sup>th</sup> and 12<sup>th</sup> grade students are permitted to make THREE official visits to post-secondary schools, colleges, and universities during each school year. Written confirmation from the respective visited institution is required to excuse each absence.

## COMMUNITY SCHOLARSHIP

The Unionville-Chadds Ford Community Scholarship Fund seeks to encourage high academic achievement by awarding scholarships to outstanding students; it gives as many scholarships for post-secondary education as the community is willing to support. It is significant that this plan seeks to reward academic and extra-curricular excellence through local efforts without resorting to state or other funds. An individual's contribution to this fund indicates their willingness to help this community's school in its quest for high achievement on all levels. The number of residents participating, is therefore, more important than the size of any one contribution.

Scholarships are awarded to outstanding students who wish to continue their education beyond high school. Students are judged on: scholarship, creativity, communication (a written essay), and extracurricular participation. The applications for these awards are available in the Counseling Center. All money is given to the individual upon receipt of tuition bills exceeding the scholarship award. The full scholarship is applied to the first year's expenses, unless deferred by special permission of the scholarship committee.

## CUMULATIVE RECORD

The cumulative record begins in elementary school, maintained through high school, and then filed for future reference. Records may include filed grades and testing data. Student records are classified and maintained according to law. Student records conform with the student records policy for the Unionville-Chadds Ford School District.

**Credits:** Twenty-two (22) units of credit are required for graduation. Subjects offered and the credit value of each is published in the UHS Course Selection Guide. Makeup credit guidelines are available in the Counseling Center. Students seeking original courses outside the course offerings of the school day need to follow the procedures established in the Counseling Center.

**Grade Reporting:** Grades are recorded and accessible to students and parents in PowerSchool. PowerSchool displays a dynamic percentage showing the term average (Q1, Q2, Q3, Q4) and the F1 average (cumulative final grade) as new grades are entered by the teacher. The percentage displayed is to the tenth place. If a student earns a .5 or higher as a result of their end of a course grade calculation (F1), then the final percentage will be rounded up to the next whole number prior to assigning a final letter grade.

- Marking period grades, midterm exam grades, final exam grades, and final course grades will be reported as percentages and letter grades on report cards. Transcripts only display the requisite letter grade.
- Any approval to withdraw from a course after the 20th day of the course will be recorded on the official transcript as a WP (withdraw pass) or WF(withdraw fail), contingent upon the percentage grade when the student is withdrawn from the course.
- Incomplete grades are represented by the letter INC on the report card. An incomplete grade is given in the case of illness, excused absence, or where the student is placed on an individualized schedule with the approval of an administrator, parent, teacher, and guidance counselor. The student who receives an INC must make up work within two weeks (14 calendar days) from the date of the end of the marking period that needs to be completed, or the student will receive a grade of F.
- All subject failures are noted on the transcript.
- All grades on record must have been earned by taking the subject in a regular class or by instruction or examination approved by the administration.

- Courses taken outside of UHS are not calculated in the cumulative GPA reported on the official UHS transcript. This includes transfer students and current UHS students who earn high school academic credit from another institution. Transfer courses are indicated with a “TR” on the high school transcript.

**Grade Scale & GPA Calculation:** Unionville High School calculates a cumulative GPA on a weighted 4.0 scale, which only includes completed courses taken in grade levels 9-12. One quality point is added for AP courses and .50 quality point is added for honors courses. Any credit earned prior to 9th grade and courses taken outside of UHS are not calculated in the cumulative GPA.

UHS GRADE SCALE & QUALITY POINTS				
Percent	Grade	Academic/ Accelerated/First Level/Non-Levelled	Honors (H)	Advanced Placement (AP)
100-97	A+	4.3	4.8	5.3
96-93	A	4	4.5	5
92-90	A-	3.7	4.2	4.7
89-87	B+	3.3	3.8	4.3
86-83	B	3	3.5	4
82-80	B-	2.7	3.2	3.7
79-77	C+	2.3	2.8	3.3
76-73	C	2	2.5	3
72-70	C-	1.7	2.2	2.7
69-67	D+	1.3	1.8	2.3
66-63	D	1	1.5	2
62-60	D-	0.7	1.2	1.7
Below 60	F	0	0	0

**Final Course Grade Calculation and Example:** Final course grades are calculated by averaging the term grades based on the following percentages:

- Each final marking period grade (Q1, Q2, Q3, Q4) counts as 20%
- Midterm grades (E1) counts as 10%
- Final Exam grades (E2) counts as 10%

The formula for calculating final course grades for full-year courses is as follows (semester course grades are divided by 5):

$$(2) \times 1\text{st MP} + (2) \times 2\text{nd MP} + (1) \times \text{Midterm Exam} + (2) \times 3\text{rd MP} + (2) \times 4\text{th MP} + (1) \times \text{Final Exam}$$

### Course Credit Values

Credit is determined by the number of days a course meets per 6-day cycle and duration of the course.

With few exceptions, UHS offers:

- 1.0 credit for a course that meets 6/6 days a cycle
- .50 credit for a course that meets 6/6 days a cycle for a semester
- .50 credit for a course that meets 3/6 days a cycle for the entire school year
- .25 credit for a course that meets 3/6 days a cycle for a semester

## GPA Calculation and Example

To calculate a GPA, determine the quality points earned by multiplying the grade value for each course, by the number of credits for that course. Add up the quality points, and then divide the total quality points by the total number of credits. Example: (Grade Value x Credit Value) = Quality Points

Course Name	Course Grade	Grade Value	Credit Value	Quality Points
Honors English	B+	3.8	1.0	3.8
Algebra II	B+	3.3	1.0	3.3
AP US History	B+	4.3	1.0	4.3
Honors Chemistry	C+	2.8	1.0	2.8
Academic French III	A-	3.7	1.0	3.7
3-D Academic Art	A	4.0	.50	2.0
Academic Photography	A	4.0	.50	2.0
PE	B	3.0	.25	.75
			6.25	22.65

(Total credits earned are: 6.25, Total Quality Points earned are: 22.65)

GPA = Total QP            22.65

Total Credits            6.25      GPA = 3.624

## CURRICULA

Unionville High School offers a variety of courses and seeks to guide students and parents in their selections. Necessary adjustments should be made in the program of studies as students progress from year to year. Each year's program should be a logical part of the total high school course, and each course should have a bearing upon the student's goals. At Unionville High School, academic courses range from the following categories: Advanced Placement, Honors, Accelerated, Academic, and First Level. For a more detailed description of each level, please refer to the Unionville High School Course Selection Guide, located on the Unionville High School website under the Academic Planning and Resources section on the Counseling page.

## Career and Technical Education Programs

The Technical College High School, located in Jennersville, PA and associated with Delaware County Community College, provides a high quality program. To apply, a student must complete an online application. Descriptions of all courses may be found in the UHS Course Selection Guide.

## DANCES AND OTHER SCHOOL SOCIAL FUNCTIONS

All school dances or socials are cleared through the office of the Assistant Principal or through the Dean of Students. Students who want to bring a guest from another high school must complete the UHS Guest Dance Permission Form. The form is available in the UHS Main Office. The form must be submitted by 3:00 pm on the day of the event. The admittance of guests to club functions is also subject to the approval of the Administration. A student bringing a guest assumes responsibility for the conduct and proper grooming of the guest. Middle School students may NOT attend high school dances.

- All dances or parties shall conclude no later than 10:00 p.m. except by special permission. No one will be admitted to a dance later than 1/2 hour after the dance begins. No one will be permitted to leave the dance prior to 1/2 hour to the end.
- All school regulations concerning conduct and social habits shall be strictly enforced. Failure to comply with these regulations shall be considered just cause for suspension of the offender.

Faculty members at the door have the right to deny admission to the dance or social event. For the purpose of this policy, the school day is defined at 8:00 a.m. until the end of all school-sponsored activities. A school

official is defined as any current Unionville High School administrator or faculty member.

## **DISCIPLINE**

At Unionville High School, we have high expectations for behavior. Rules and explanations for disciplinary offenses and responses are contained in Board Policy 218 Student Discipline. Board Policy 218 can be found on the Unionville Chadds-Ford School District website under “Board” or at the following link [Board Policy 218](#).

## **DISPLAY CASES**

Display cases and bulletin boards are located in various areas of the school. Permission for their use may be secured in the office or from the teacher in charge. Display cases do not constitute an open forum and are not available for use by outside organizations.

## **DRESS CODE**

The Unionville-Chadds Ford School District considered basic guidelines when determining appropriate school attire. These guidelines include:

- Modesty
- Cleanliness
- Health
- Preservation of the educational environment
- Safety

The Unionville-Chadds Ford School District believes that student dress and overall appearance should foster a positive and productive environment, and should reflect pride in one's self as well as our school. We further believe that student dress and appearance is a shared responsibility of the home and the school. The administration will make the final judgment on the appropriateness of clothing and/or appearance, and reserves the right to prohibit students from wearing any articles of clothing or other items that lead or may foreseeably result in the disruption of, or interference with the school environment.

## **ELEVATOR**

A student may request the use of the elevator. A \$10.00 deposit will be required for the use of the elevator key. The student may require the assistance of ONE peer to carry books to class; they may ride the elevator with the student assigned an elevator key. When the need for the elevator is completed, the student must return the key to the nurse. Any unauthorized student riding the elevator will face a disciplinary consequence.

## **EVACUATION/STANDARD RESPONSE PROTOCOL REGULATIONS**

The purpose of a specified evacuation procedure is to ensure that all students will quickly and safely exit the building. During evacuation drills, students must quietly exit the building. Each teacher has been designated a specific location outside of school during an evacuation drill. Therefore, students must go to that location and stay with their teacher for the duration of the drill.

## **FEE PAYMENTS- REVTRAK**

Some fees can be paid by credit card in RevTrak by logging in to PowerSchool Parent Portal <https://ucfsd.powerschool.com>. If you do not have an account, please contact the main office at your child's school to obtain the Access ID and Password needed to create your account. If you have an account and do not remember your password, please contact the main office at your child's school to have your password reset. Follow the steps below to make a payment:

1. Login and confirm you see your child's first name at the top of the screen
2. On the left-hand menu, click “Balance”- You will see a history of fees applied to your child's account
3. Click on the green button to “Make a Payment”
4. You will be taken to the RevTrak payment screen. Click “Add to cart” next to the fee you want to pay.



5. Click “Checkout”
6. You will be prompted to log in to your RevTrak account. If you do not already have an account, click “Create New Account”
7. Once in your RevTrak account, you will be taken to the final payment screen. Enter your credit card information and submit payment. You will receive a receipt via email. The fee will be marked “Paid” on your child’s PowerSchool account.

## **FINANCE**

School law requires the local School Board to be responsible for the financial affairs of all student organizations. The Board has delegated this responsibility to the principal. Purchases and expenditures must be authorized by the treasurer of the school organization, and then submitted to the principal for financial approval. Funds must be deposited promptly in the Main Office, and requests for checks must be made in the Main Office. This procedure is for all club and UHS Activities.

## **FOOD AND BEVERAGES IN CLASSROOMS**

Food and beverages are not permitted in classrooms during instructional time. However, teachers may allow food during Lunch and Learn. Teachers should make policies known to students when discussing other classroom procedures. Parties and other celebrations involving food should be limited. If held at all, they should be related to the curriculum. Parties and pizza orders cannot be a study hall activity. Please refer to Board Policy 246 for additional information on Student Wellness. Students should not leave or be sent from classes or study hall to obtain food or beverages from the cafeteria.

## **GRADUATION REQUIREMENTS**

Each student must earn a minimum of 22.0 credits in Grades 9 through 12. Distribution requirements are listed below:

Units of Credit	Course
4.0	English
4.0	Social Studies
3.0	Mathematics
3.0	Science
.5	Health
.75	Physical Education
0.5	Business Applications
6.25	Electives
<b>22.0 TOTAL CREDITS</b>	

A student’s grade level is relevant to the total number of earned credits.

- 10th grade - minimum 5.5 credits earned
- 11th grade - minimum 11.0 credits earned
- 12th grade - able to schedule all courses and credits needed for graduation

In addition to the district academic requirements, effective with the graduating class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA).

## **HEALTH/NURSES OFFICE & MEDICATION**

Student Health Services have been developed in accordance with School Laws of the Commonwealth of Pennsylvania to help all children as they develop physically, mentally and emotionally. Please contact the school nurse anytime you have a question or concern.

**Ill or Injured students should report to the school nurse.** Students must have a pass from a teacher to go to the nurse's office. Parents or emergency contacts will be called if it is necessary for a student to be excused from school or if treatment is needed. In the event of a severe illness or injury, emergency services will be called and the student will be transported to the nearest hospital.

### **These symptoms indicate that a student should not attend school:**

- Fever in the last 24 hours (100 degrees or above) without fever-reducing medication.
- Vomiting in the last 24 hours
- Diarrhea in the last 24 hours
- Unidentified rash
- Draining eye/eyes

Documentation from a healthcare provider should be given to the school nurse following illnesses or injuries causing limitations to physical activities.

**Screenings** for height, weight, and vision are completed throughout the school year and anytime on request.

- Height and weight: every year
- Vision: every year
- Hearing: Grades K, 1, 2, 3, 7 and 11

An annual "District Health Screenings Report" will be sent home as a record of all screenings and body mass index (BMI) performed during the school year. Referrals are sent home when any possible problem is found with vision or hearing.

**Physical and Dental Exams** are required in grades as explained below and forms are available in all schools or downloaded from the school's website. After completion, the examination forms must be submitted to the school nurse.

- A physical examination **within the past year** is required for all kindergarteners, 6th graders, 11th graders and all students new to Pennsylvania schools. This exam should be completed by your private healthcare provider.
- Pennsylvania requires a dental examination, **within the past year**, for all kindergarteners, 7th graders and all students new to Pennsylvania schools. This exam should be completed by your family dentist.
- In instances of hardship or access issues, contact the school nurse to be referred to exams by the school doctor or school dentist.

**Immunization requirements** must be met for children to attend school. Please provide updates to the school nurse's office whenever your child receives a new immunization. Exceptions can be made for certain medical or religious reasons. Written requests for exceptions must be on file in the nurse's office. Please refer to the Nurse/Health Services page on the UHS website for immunization requirements.

<https://uhs.ucfsd.org/for-parents/nursehealth-services>

Parents/Students are to adhere to the following district procedures ([Board Policy 210](#)) regarding medications: For purposes of this policy, medication shall include all medicines prescribed by a licensed prescriber and any

over-the-counter medicines.

In all cases of the administration of medication:

Written authorization shall be obtained from a parent or guardian

- Non-prescription medication must be delivered in its original packaging and labeled with the student's name.
- Prescription medication must be delivered in its original packaging and labeled with:
  - name, address, telephone and federal DEA number of the pharmacy
  - student's name
  - directions for use (dosage, frequency and time of administration, route, special instructions)
  - name and registration number of the licensed prescriber.
  - prescription serial number.
  - date originally filled.
  - name of medication and amount dispensed.
  - controlled substance statement, if applicable.
- All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.
- The above information is to be maintained as part of the student's health record.

Note: All medications are to be delivered to the Health Office by a parent /guardian. No more than a thirty (30) school day supply for any one medication should be stored at school. Students MAY NOT have any medications, prescription or non-prescription, in their possession during the school day. There is an exception for Inhalers, Insulin, and Epipens. The exception can be found in Board Policy 210.1.

Parent(s)/guardian(s) should administer medication at home whenever possible and should collaborate with their primary care provider to establish schedules that minimize administration at school.

Students suffering from a concussion must bring a doctor's note to the nurse. The concussion form must be completed and submitted to the nurse's office. Once all documentation is received the concussion management team will meet to discuss doctor recommendations.

### **HOMEBOUND INSTRUCTION**

If an extenuating medical situation will cause an absence from school in excess of 10 consecutive school days, homebound instruction is available. Please contact the student's school counselor for coordination.

### **HOMELESS AWARENESS PROGRAM**

The Unionville-Chadds Ford School District Homeless Awareness Program is in place to address and support the educational needs of students who find themselves in temporary or transitional housing during the school year. The program reduces the barriers of homelessness, so students and their families feel supported and encouraged while they secure permanent housing.

The McKinney-Vento Act This act is funded by the federal government and comes to the school district as part of the Unionville-Chadds Ford School District Title Funds allocation. Each year the school district is required to set aside funds to support students covered by McKinney-Vento Act provisions. The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular and adequate nighttime residence". The act provides examples of children who would fall under this definition:

- Sharing housing due to loss of housing, economic hardship, or similar reason
- Living in motels or campgrounds due to lack of alternative accommodations
- Living in emergency or transitional shelters

- Sleeping locations not usually used as a sleeping accommodation
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations

Under federal law, homeless children and youth are entitled to immediate enrollment in school and educational stability. The act ensures homeless children transportation to and from school free of charge, allowing children to attend their school of origin (last school enrolled or the school they attended when they first became homeless) regardless of what district the family resides in.

It requires schools to register homeless children if they lack normally required documents, such as immunization records or proof of residence.

**School District's Responsibilities:** The Unionville-Chadds Ford School District must appoint a liaison to ensure school staff are aware of the McKinney-Vento Act, to provide public notice to homeless families, and to facilitate access to school and transportation services. The position serves as liaison between the school, parents, students, and community agencies to meet the educational needs of the students. If you have a student/child who may qualify for our program's assistance and services, or would like more information, please contact our Homeless Education Liaison, Dr. Leah Reider, Director of Pupil Services via email at [lreider@ucfsd.net](mailto:lreider@ucfsd.net) or via phone at 610-347-0970 extension 3326.

## HOMWORK

A full daily schedule does not provide sufficient time for the proper preparation of assigned work, and for this reason, students must plan for home study. The amount of homework necessary varies with the year of the subject and the nature of the course. Students should refer to the Unionville High School Course Selection Guide, located on the Unionville High School website, for a more detailed description of homework expectation per course. Homework requests should be made to the teacher via email during the period of a student absence or students should check Canvas. For any planned extended absences (medical, family trip, etc.), a student MUST obtain an "Extended Absence Form" from the Main Office, and discuss with their teachers the work that will be missed during the time away from school.

## HONOR ROLL

Honor roll is calculated at the end of each marking period and noted on the student report card.

Categories of Honor Roll Distinction and Eligibility

- Distinguished Honors = equal to or greater than 4.0
- High Honors = 3.6 - 3.99
- Honors = 3.0 - 3.59

## INCLEMENT WEATHER NOTIFICATIONS

In case of a cancellation, a late start due to inclement weather, or an emergency situation, parents will be contacted by the UCFSD School Messenger system. Please refer to the Unionville-Chadds Ford District Website ([www.ucfsd.org](http://www.ucfsd.org)) and the eNews Alerts, as well.

## INSURANCE AND REPORTING INJURIES

Every effort is made to provide a safe environment and competent supervision. However, in a situation involving a large number of students, there are always possible hazards. It is recommended that every student be covered by some type of protective insurance. The plan adopted by the school provides for voluntary participation by all students except those participating in athletics. Students participating in athletics must be covered by pupil protective insurance, for which the student is to assume the premium, or must present evidence of other insurance coverage. It is the student's responsibility when injured on the school grounds, no matter how trivial the injury may seem, to report it immediately to the instructor in charge. First aid treatment

may be administered by the instructor, athletic trainer and/or school nurse. An injury report must be filed in the nurse's office. If the injury must be cared for by a physician, the school will contact a parent or guardian so that the student may be taken to the family physician. If a parent or guardian is unable to be reached, the student will be taken to a hospital. The school district does not assume financial responsibility for care needed by a student.

### **LIBRARY/MEDIA CENTER INFORMATION**

The Library/Media Center opens at 7:40 a.m. and closes at 4:45 p.m. Monday-Thursday and until 3:00pm on Friday. The Library is equipped with computers offering Internet access, a variety of software applications, online access to the library catalog and information resource databases. A black and white copier is available for student use. The library has two laser printers from which students may print materials at no charge for school research. The library has one color laser printer from which students may print materials for \$1.00 per page.

The Library maintains a web page and a Canvas course page with access to over 40 subscription databases and numerous e-books in all content areas. Login and passwords to use the databases from home can be obtained in the Library or from the Library's Canvas course page.

Students are encouraged to continue their research during non-school hours by accessing these online pages and the resources they contain from their home computers. The library web page is located at: <http://uhs.ucfsd.org/library>. The [UHS Library website](#) can be accessed from the UHS web page.

The Library's print collection includes over 10,000 books, 30 online magazine subscriptions, newspapers, DVDs and audio books. Books may be borrowed for 3 weeks; reference books and videos may be borrowed overnight. Overdue fines for books are 10 cents a day and overnight materials are 50 cents a day. Books must be returned and fines paid at the end of the school year or library privileges may be suspended. Students may use the Library during their study hall periods, as well as before and after school, for research, quiet work, or reading. Classes use the library for research several periods every day, so students must obtain a library pass from their study hall teacher.

### **LOCKERS**

Personal lockers, including gym and hallway lockers, are provided for storage of books, notebooks, gym clothes, shop materials, and lunches. Students are discouraged from leaving valuable items in their lockers. Lockers remain the property of the school and are loaned to students for their use. The school reserves the right to check lockers at any time. Lockers are provided for student convenience, and the student, not the school, is responsible for items lost or stolen from them. Students must keep their lockers locked, must not inform other students of the combination, and must not allow other people to use their lockers. Broken or inoperative lockers are to be reported to the Main Office. Each locker must be cleaned out by the last day of school. Items left in lockers at the end of the school year will be discarded.

### **LOST AND FOUND**

Books, backpacks, jewelry and electronics found around the school building should be returned to the Main Office where the owner may reclaim them. Articles of clothing and additional lost and found items are located in the cafeteria. Items not claimed by the end of each semester will be donated.

### **LUNCH AND LEARN**

Lunch and Learn is an extended period in the day from 10:27-11:27. Lunch & Learn will provide students with

multiple opportunities to eat lunch, meet with teachers and peers, and decompress before the second half of their instructional day.

- Students are expected to use their time wisely. Students will be able to manage their time and to make decisions based upon their own academic needs.
- Students who need assistance managing their Lunch and Learn time may be asked to meet with an administrator to help with time management and to design a schedule that promotes student success.
- Students are expected to clean up after themselves. Please help us to keep the building clean by throwing away trash and returning trays to designated locations.

## **MIDTERM/FINAL EXAMINATIONS**

Midterms are administered at the end of the semester and Final Exams are administered at the end of a course. Per UHS Policy, no exams will be given ahead of time. When a student misses an exam, the priority should be to complete the make-up as soon as possible. Review the expectations and procedures for when a student must miss a midterm/final exam are included with the exam schedules.

It is very important that students not be out of school for an extended absence during the Midterm Examination or Final Examination period. Only emergency situations should cause such an absence. The high school administration has the right to determine whether or not permission can be granted to miss the test. Parents should carefully consider the consequences of their child's missing examinations prior to requesting this permission. All makeup exams will occur after the original exam date. Students with extenuating circumstances should contact the appropriate grade-level administrator for assistance.

Students approved to miss an exam will be required to make up all missed:

- midterm examinations within one school week (5 school days) of their return to school
- final examinations during the summer- students will need to schedule an appointment with the UHS Counseling Center

A missed midterm or final exam will result in an incomplete examination grade being placed on the report card. For a semester course, a final course grade will not be received until the missed examination is made up. For a missed final examination (including a semester course) the final average will not be calculated until the final exam is taken, and at the time of the next calculation of these averages (final average -fall of next year). Example: if a student misses a final exam in June of 2024 and takes a makeup exam during the summer, the final grade for the course, and the removal of the "incomplete" will take place in the Fall of 2024.

## **MOTOR VEHICLES AND STUDENT PARKING**

Student driven vehicles are permitted only under procedures outlined by Board Policy 223. Parking applications and regulations will be available in the main office at the beginning of each school year. UHS will guarantee parking for seniors in good standing, as long as students follow the procedures on the application and pay the required parking fee. Depending upon enrollment, parking will be provided to a certain number of juniors using a lottery system. Juniors who receive assigned parking via lottery will have the privilege for one semester (either fall or spring). Limited, temporary parking (up to 5 instances) may be provided to students with advance notice, as long as space permits. Parking on campus without a permit is a violation of our Code of Student Conduct and students may receive disciplinary consequences, including losing the right to park at a future date. Unlicensed motor vehicles are banned from school grounds at all times.

From the time of arrival until the designated time of departure, students shall not enter their vehicles. Permission to go to one's car will be granted by the Principal or Assistant Principal only in case of emergency. Loitering in the parking lot is not permitted at any time. Students driving cars to school are to observe traffic and Cars and motorcycles are to be parked in the student parking lot upon arrival in the morning, and are not to be

moved until after school dismissal. No student cars are to be parked in the faculty lot in front of the building. Permission to drive vehicles to school will be rescinded if violations occur.

**UHS Parking Regulations:** Student parking is a privilege and it is expected that students will demonstrate responsible behavior at all times while operating vehicles. Student drivers can have this privilege suspended or revoked. Also, note that student vehicles are subject to searches by school personnel.

1. Only 11th and 12th-grade students are eligible for a parking pass. Sophomores are not permitted to drive to school or enter the lottery even if they have a driver's license. Specific eligibility guidelines for 11th and 12th graders are included in the application.
2. Students are expected to operate vehicles in a safe and responsible manner. Please note that failure to follow driving/ parking permit instructions is a Level 2 Code of Conduct violation. Repeat parking offenses can be elevated to Level 3. Consequences for parking violations can include a temporary or permanent loss of driving/parking privileges.
3. All vehicles must have a valid permit visibly displayed on the rearview mirror at all times. Students who fail to display a valid permit will be warned once. Subsequent violations may result in Level 2 Code of Conduct consequences.
4. All vehicles need to be registered with the main office. Students can add additional vehicles should they need to do so. Please contact the main office with any questions pertaining to new vehicles.
5. Students may not share permits. The student issued the parking permit must be the driver of the registered vehicle. This is a Level 2 Code of Conduct violation.
6. Student vehicles parked on school property are subject to search by school officials. Parking privileges can be suspended for non-vehicle-related offenses if the administration determines that the loss of privileges is an appropriate consequence for a Code of Conduct violation (Policy 218).
7. Loitering in the parking lot or sitting in parked cars prior to school or during school hours is prohibited. Students are expected to enter the school building upon their arrival.
8. A student's driving privileges can be revoked for the remainder of the semester for any of the following:
  - if a student exceeds five unexcused latenesses to school
  - if a student gives or sells his/her parking permit to another student
  - if a student cuts school/truancy
  - if a student leaves the school building or grounds without permission
  - if a student drives recklessly on school property
  - if a student receives a level 3 or level 4 disciplinary consequence

Students who are issued a parking pass agree to comply with all regulations that have been adopted by the Unionville-Chadds Ford School Board (Policy 223) governing the use of vehicles on Unionville High School grounds (see Student Handbook). Assignment of a parking permit indicates approval by the school for this automobile to be parked on school grounds. It is further assumed that the student will follow all rules and regulations pertaining to the safe operation of a motor vehicle. Failure to do so can result in the loss of this privilege.

### **MULTI-TIERED SYSTEM OF SUPPORTS/ INSTRUCTIONAL SUPPORT TEAM/ SAP**

Unionville High School (UHS) has a Student Assistance Program (SAP) as mandated by the state and outlined in UCFSD Policy 236. The SAP team uses a systematic process of effective and accountable professional

techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community. The SAP Team consists of educational professionals who have completed Student Assistance Program (SAP) training. This team meets weekly and provides mentoring/support services to students who may be experiencing a variety of barriers such as social, emotional, medical or academic difficulties. Students, teachers, parents, and staff members may refer students for whom they have concerns to the SAP team through their School Counselor. The SAP team will treat all individuals with dignity, respect, empathy, and compassion. Information will be treated confidentially and will be shared with only those professionals.

As part of Unionville High School's Multi-Tiered System of Supports, the Instructional Support Team (IST) supports students who may need a higher level of intervention and support. The goal of IST is to help maximize the success of a student who may be struggling in the regular education classroom academically and/or behaviorally. The IST supports consist of cross-disciplinary individuals who work together with parent/guardian and student to determine what methods, learning strategies, special techniques or programs best address the student's area(s) of need. The IST supports use specific assessments and intervention techniques to assist with educational and behavioral growth in the regular education classroom. It also serves as a screening process for students who may be in need of additional services. The IST supports seeks to identify what resources can be used to increase the student's chance for success through a team approach that complements existing curriculum and instructional programs. Students are referred to the Instructional Support Team through the SAP team. For additional information regarding the Instructional Support Team and process please refer to the School Counseling website.

### **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society, which was founded by and is under the direction of the National Association of Secondary School Principals, is to recognize and to encourage the development of qualities that make for good citizenship. The qualities chosen as a basis for selection for membership are character, scholarship, leadership, and service. Please refer to the National Honor Society website for information pertaining to the criteria for admission and other frequently asked questions. Once inducted into the National Honor Society, members must maintain a cumulative GPA minimum of 3.5, serve a minimum of 15 hours of community service yearly, complete one mandatory chapter activity, and maintain positive school citizenship.

### **NONDISCRIMINATION/ DISCRIMINATORY HARASSMENT**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. [Board Policy 103](#) establishes procedures to address discrimination.

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.



The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

### **PERSONAL ELECTRONIC DEVICES**

Students are allowed to bring personal electronic devices to school. However, students are required to use the district issued Chromebook for all academic work. Students can also use personal devices in the hallways during passing time, in the cafeteria or courtyards during lunch, before and after the school day.

Note: Please reference Board Policy 815, Acceptable Use of Electronic Communications Systems, and Board Policy 237, Personal Electronic Devices, for further details.

### **PERSONAL SEARCHES/RANDOM or GENERAL SEARCHES**

School officials stand in loco parentis to pupils under their supervision for disciplinary action. This is consistent with the need to maintain an effective educational atmosphere. Where "reasonable suspicion" exists, a search of a student by a staff member, with a witness, may be made.

Unionville High School and the UCFSD may conduct random or general searches of hallways, student lockers, classrooms, locker rooms, other areas of the building, and parking lots in order to assist in providing a safe environment for students and staff. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology.

[UCFSD Policy 226](#) explains searches conducted on school district policy.

### **PLEDGE OF ALLEGIANCE**

During first period each day, there will be a flag salute. All students are expected to be respectful during the salute to the flag. Students who do not wish to recite the pledge may refrain, but must not cause a disturbance and/or disrupt other students who are participating. If students are in the halls during the pledge, they must stop moving until the pledge salute has been completed.

### **PRINTED & ELECTRONIC MATTER: PUBLICATION & DISTRIBUTION**

Students have considerable freedom in determining what is appropriate for publication. Criteria for determining what is appropriate include the following:

- Material cannot be libelous or in any way defame the name of an individual or a specific institution.
- The rights of all people must be considered, and the right to express opposing viewpoints must be guaranteed.
- Vulgarity is not permitted.
- All news items should include a by-line and all editorials and expressions of opinion should be signed in order to indicate that these are the opinions of the writer. These include letters to the editor and reviews of student activities.
- Any article taken from another source, either directly quoted or paraphrased, should include the source of the material. Any direct quotation must be cleared by the individual being quoted.
- The faculty advisor should advise but not censor unless an established criterion is violated.

Note: Any official publication that does not meet these criteria may not be distributed in the school.

## **RELIGIOUS HOLIDAYS**

The Unionville-Chadds Ford School District recognizes that there are several religious holidays on days when school is being held that affect students and families of the school community. Students or parents of students who plan to observe a religious holiday will be granted an excused absence from school with parent permission. Makeup work will follow existing Excused Absence guidelines.

## **SALES**

No articles may be sold in the school without the approval of the Administration, nor may any school organization sell in the community without such approval.

## **SCHEDULE CHANGES**

PowerSchool along with the Counseling Center will attempt to schedule all of a student's requested courses but cannot guarantee enrollment. All course changes must be arranged through the student's counselor.

For course changes during the school year, the course change procedure is listed in the Course Selection Guide. Courses may only be added during the first two cycles of the course. Courses dropped after the 20th day of the beginning of the course will be shown as withdraw-failing (WF) or withdraw-passing (WP) on the student's transcript. Students may not withdraw from any course after the midpoint of that course. To be a full-time student, a minimum of 5.5 credits and 30 class periods per cycle each semester must be scheduled.

## **SCHOOL COUNSELING OFFICE**

The school counseling program in the Unionville-Chadds Ford School District is based on the beliefs that: school counseling should benefit all students; all students need individual attention; children have stress, conflict, and times of crisis; and developmental guidance and counseling programs meet the needs of students more effectively and efficiently. The school counseling program assumes that by the coordinated efforts of School Counselors, parents, administrators, and teachers, the students will benefit. A developmental program, addressing the needs of all students, will provide the greatest number of options to students upon graduation.

The six goals of the K-12 counseling curriculum are as follows:

1. self-awareness, self-understanding, and self-esteem
2. understanding others including the family
3. effective communication skills
4. self-respect and self-direction
5. decision making, problem solving, and coping
6. career education

School Counselors will confer with a student at least once a year, at which time present progress and future plans of the student will be discussed. The School Counselor is available to the student by appointment at other times during the year, and parents are invited to attend important conferences. If a student is unable to attend or keep an appointment, they should contact the counselor's office to inform them of the cancellation. An alphabetical assignment for counselors can be found at <https://uhs.ucfsd.org/counseling>

Formulating future goals is one of the most important tasks students consider during high school. To do it wisely, a student must first assess not only interests but also abilities and values. Then, the student must select the high school courses that offer the best opportunity to progress toward this goal. Such significant decisions deserve serious thought and careful judgment. Those whose wisdom may help most in making these choices are parents, counselors, teachers, and persons who have attained some success in the profession the student

hopes to enter. The school counselors support students through their academic, career, and personal development during their high school career. Information regarding colleges, universities, junior colleges, and specialized schools may be obtained from School Counselors, or the library. Also, representatives from various colleges, trade and technical schools, professions, and the military visit with juniors and seniors and give additional information.

## **SCHOOL SEAL**

The seal consists of a shield bearing the symbols indicative of the activities that are essential to the development of a well-educated individual: the knowledge of a well educated individual, the knowledge gained from books, the participation and enjoyment of wholesome athletics and recreation, and a knowledge and appreciation of art and music. The shield is surmounted with the symbolic lamp of learning. The date, 1921, indicates the year in which the joint school was formally organized.

## **SENIOR PRIVILEGES**

Seniors who have a scheduled first and/or last period study hall may qualify for late arrival/early dismissal in lieu of attending those study halls. Guidelines will be provided to eligible students at the beginning of each semester. Students with senior privileges must sign in daily in the main office before the end of first period, which ends at 8:49. Failure to sign in may result in disciplinary consequences. Seniors may lose senior privileges for both academic and/ or disciplinary reasons. On days when there is an altered schedule (assembly schedule, delayed opening, etc.) seniors are still expected to arrive and sign in before the start of the second period. It is the student's responsibility to be on time when the bell schedule is adjusted. Please see the "Bell Schedules" section, which includes various changes to first period class times.

## **SENIOR PROJECTS**

All components of the Portrait of a Graduate are incorporated into the Senior Project. In lieu of final exams, seniors have the opportunity to showcase how their experience within the UCFSD has prepared and shaped their next journey through a Senior Project. This project will include two parts. First, students will develop a senior presentation that highlights all five of the points of the UCFSD Portrait of a Graduate. Second, students will share with someone in our community how they have impacted their life by participating in our "Sincerely, Seniors" event in May.

## **SEXUAL HARASSMENT**

Sexual Harassment will not be tolerated at any time, or for any reason. The Unionville Chadds-Ford School District adopted [Board Policy 103.2](#) to address the issue of sexual harassment. Please refer to the UCFSD Policy Center on the district website for the specific guidelines.

## **SOCIAL WORK SERVICES**

School Social Work Services are provided to students on an as needed basis. Students are referred to social workers through their school counselor. School social workers interact with students to address a wide range of concerns that have the potential to impact their academic performance. Some of these concerns could include, but are not limited to: emotional/social/behavioral issues, drug and alcohol issues, stress, and anxiety.

## **STUDENT COUNCIL**

We believe student responsibility entails the participation in the process and the practice of democratic principles and involvement in student government. Officers of Student Council are specified in its constitution. Prior to the Student Council Elections, anyone who wishes to become an officer must obtain a petition to the office. Qualifications must include a scholastic average of 2.0 or better in the year in which you run or hold

office and no level 3 or 4 discipline offenses during that time. If a student wishes to be nominated for representative, they must submit a signed petition consisting of twenty-five names to the Student Council advisors. General elections will be held at each grade level by the Student Council in May, and students at each level will be entitled to vote for as many representatives as there are positions for that grade. Elections will be held by secret ballot, and candidates polling the highest number of votes will be the elected representatives. Qualifications are the same for a representative as for an officer.

**TELEPHONE**

Classroom telephones are not to be used by students. Students will not be called from class to answer phone calls, but important messages will be relayed to them.

**TESTING SCHEDULE**

Unionville High School administration will publish a testing schedule for the school year. This testing schedule will limit the number of tests that students will have in a school day, and will continue the dialogue between students and teachers about their courses.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Makeups	Electives <sup>1</sup>	World Language	Electives <sup>1</sup>	World Language
	Science <sup>2</sup>	Math	Science <sup>2</sup>	Math
	English	Social Studies	English	Social Studies

<sup>1</sup> Classes meeting 3 out of 6 days will be exempt from this schedule.

<sup>2</sup> AP Class exception - if a science class needs to use a double lab period (infrequently) then we will attempt to schedule science on two subsequent days - students with three or more tests on a day may request putting off a test by one day.

\*Any teacher may choose to assess their classes on a day that they deems appropriate, if it is essential and necessary to the learning in the course.

\*Student Absences: Makeup for student excused absences will follow the guidelines in the “Attendance Regulations” section.

**VISITORS**

It is necessary for each visitor to Unionville High School to provide a government issued identification to gain access into the building. Visitor badges are to be displayed at all times while in the building and returned at the conclusion of the visit. Students from schools in adjacent districts or nearby private schools will not be granted a visitor pass without approval from the administration.

**VISITS BY OUTSIDE ORGANIZATIONS**

Individuals or organizations that are not officially affiliated with the Unionville-Chadds Ford School District are not permitted on school property during the school day without a specific invitation from a school official. Furthermore, persons or organizations that espouse a political, religious or ideological position shall not be invited to the school unless their visit is for a bona fide educational purpose. This limitation is based on the recognition that a controlled educational setting is the only proper forum.

**WITHDRAWAL FROM SCHOOL**

Students withdrawing from school must pick up a withdrawal form in the Counseling Center and submit the form on their last day of attendance. Using the form, they must return all textbooks and reconcile all outstanding balances. At the end of the day, the withdrawal form must be returned completed to the

Counseling Center. No records will be forwarded to any school or employer for students who leave with unsettled bills or unreturned materials.